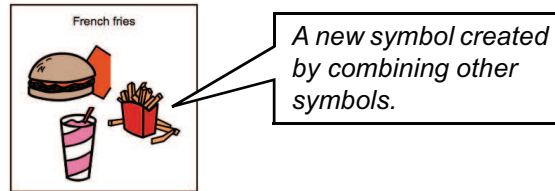


Copying a New Symbol from a Button

While these instructions specifically refer to copying a new symbol from a button in the application, the basic steps apply if you are copying a new symbol from another application.

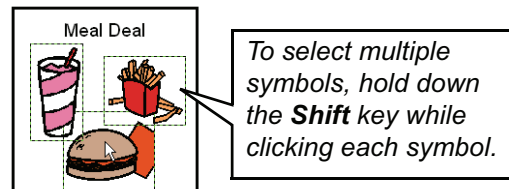
Symbols you create or modify on a button can be copied to the Symbol Finder, saving them for future use.



1

Select the symbol you want to save. If it is made up of multiple symbols, be sure to select them all.

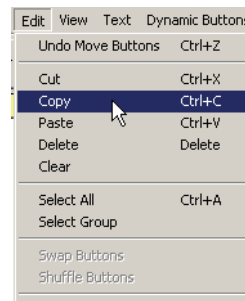
Note: Do not select the symbol's text name.



2

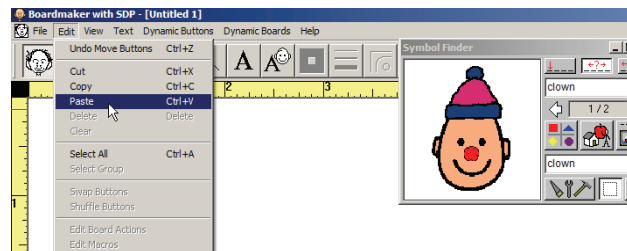
Choose **Edit > Copy**.

You can also right click any of the selected items and choose **Copy Image** from the contextual menu.



3

Select the **Symbol Finder Tool**, then choose **Edit > Paste**.



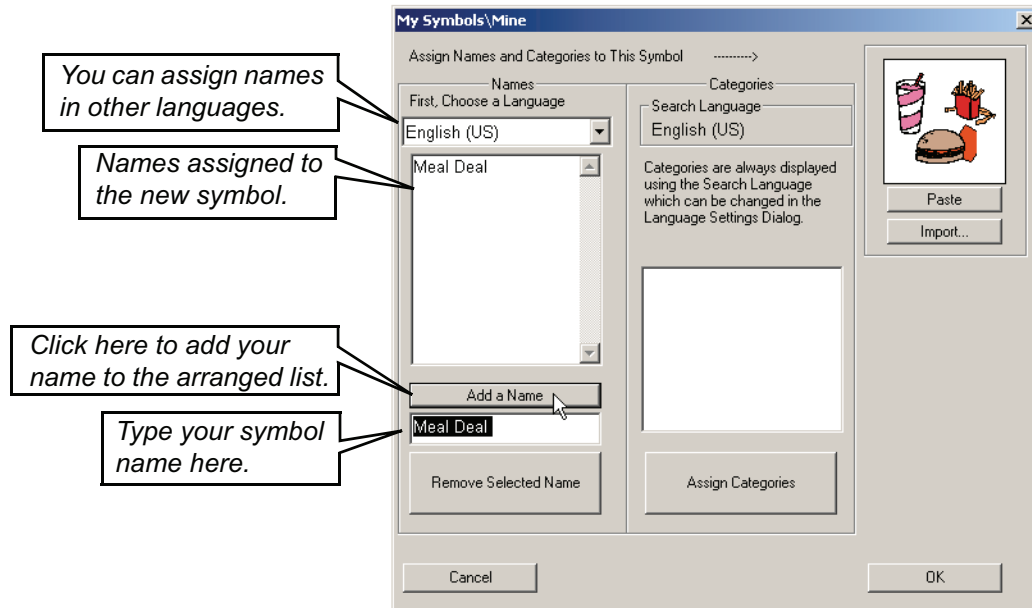
Note: When symbols are copied and pasted from a button, they are converted into a bitmap and will lose some image and print quality.

The symbol you pasted will appear in a dialog box where it can be named and categorized. Please follow the directions in the next section, *Naming and Categorizing New Symbols*, to complete this process.

Naming and Categorizing New Symbols

Once a symbol is pasted into the Symbol Finder, you must assign it a name and a category.

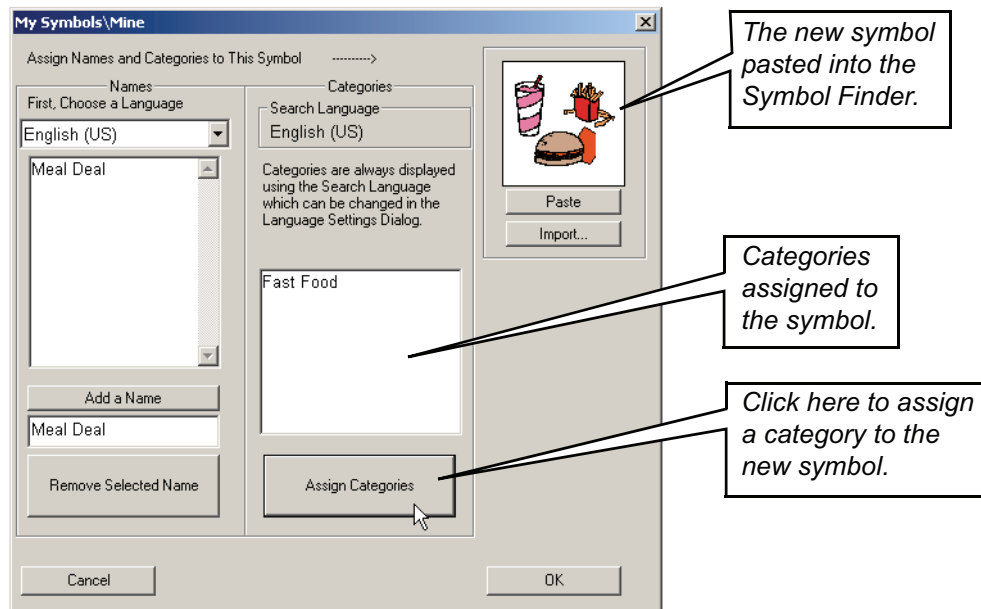
Naming the Symbol



Type a name for your new symbol in the appropriate field, then click the **Add a Name** button. You can add alternate names to the symbol if appropriate.

Tip: If you are working in multiple languages, you can add symbol names in each language by choosing the languages from the **First Choose Language** drop-down list.

Categorizing the Symbol



Click the **Assign Categories** button. In the categories window, check the category boxes that apply to the new symbol.

Note: When you categorize a symbol, that categorization applies to all languages, not just the current language.

Deleting Your Custom Symbols

You may delete only those symbols or pictures you have added to the Symbol Finder. Custom symbols and pictures are saved in the **Mine.pc2** library, which is saved in the **My Symbols** folder. You cannot delete any symbol that is part of the standard PCS that are included with Boardmaker or is not in a library saved in the **My Symbols** folder.

To delete the currently displayed symbol or picture, click in the symbol preview window and press **Ctrl + X** or choose **Edit > Cut**.

Refer to the *Library Organization* section later in this chapter for more information on the **Mine.pc2** library.